APPLICATION FOR RECORDS RETENTION SCHEDULE

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Department of Education	**Application Number**
	Office of Administrative Services	**81-261**
Application Number	Regional Education Services Division	**Date Received** / **Date Completed**
	Atlanta GA 30334	APR 2 2 1981 / MAY 4 1981

2. Person to Contact — Mrs. Connie Hunt
Working Title — Principal Secretary
Telephone Number — 656-2446

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series

Earliest	Latest
1969	to date

5. Records Series Title *(followed by title used in office; if different)*

Non-Public School Unofficial Enrollment Files

6. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

The Regional Education Services Division is responsible for providing liaison services between the State Department of Education and the 187 local school systems and 16 CESAs (Cooperative Education Service Agencies). It provides monitoring in administrative areas dealing with State Board of Education policies and State laws; administers state school standards through on-site appraisal of standards applications; assists local school systems in the development of local facility plans; conducts pupil-teacher ratio and attendance audits; provides liaison services to accrediting agencies and principals' organizations; compiles school systems data for directories, school calendars, and the State legislature. These services are provided through the Division Director, 10 Regional Directors (located in offices throughout the state), and 1 Administrator assigned to work with the principals' organizations.

7. Record Series Description   This file contains the following documents *(include form numbers and titles, if any):* Attach samples of the file.

Documents relating to: maintaining a current list of private schools at the elementary and secondary level in the State of Georgia as a public service to the citizens of the state.

Included XXX is: a list of non-public schools throughout Georgia, giving only school name, address, number enrolled and grades. Information for this list is obtained from local school attendance during the second month of each school year in compliance with Georgia Law 32-2114. The Department has no regulatory power over private elementary or secondary schools.

File is arranged: chronologically by school year; thereunder alphabetically by county; thereunder alphabetically by school.

8. Monthly Reference Rate   How often are records referred to which are:

One to six months old __300__; Seven to twelve months old __300__; Thirteen to twenty-four months old __100__;

twenty-five months and older __50__?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other *(specify)* __1/16"__

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements   The following requires the series to be kept:

a. State Law _____ years.   d. Audit period _____ years.

b. Statute of limitation _____ years.   e. Administrative need _____ years.

c. Federal law _____ years.   f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

    ☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

☐ Hold in the current files area _____ month(s) _____ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☒ Other *(Specify)*

Record Copy: Upon publication in November, send to Archives for permanent retention.

Reference Copies: Destroy when no longer needed.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee *(Signature)*	Date	Records Management Officer *(Signature)*	Date
D. h. Lamay	4/17/81	Walker L. Baumgardner	4-17-81

		State Records Committee *(Signature)*	Date
Recommendations in para- graph 12 are approved. *(If disapproved, attach letter* *of explanation.)*	State Auditor/Designee	*(signature)*	5-1-81
	Secretary of State/Designee	Carroll Hart	4-28-81
	Attorney General/Designee	*(signature)*	5-4-81

AR—50—71; Rev. 76   (Reverse Side)